

**STATE 911 COMMITTEE
Certification Subcommittee**

May 27, 2015
Conference Call
Meeting Minutes

A. Roll Call

The meeting was called to order by Chair Rich Feole. Roll call was taken and a quorum was present.

Voting Members Present:

Mr. Rich Feole, Chair
Ms. Yvette Collins
Sheriff Dale Gribler
Mr. Gary Johnson
Mr. James Loeper
Mr. Vic Martin
Mr. Tim Smith
Mr. Ron Bonneau
Mr. Robert Stewart
Mr. Ray Hasil

Representing:

SNC/Calhoun County Consolidated Dispatch Authority
SNC/AT&T
SNC/Van Buren County Sheriff's Office
Marquette County Central Dispatch
SNC/Gogebic County
Lapeer County Central Dispatch
SNC/Ottawa County 911
Kent County Dispatch Authority
Frontier Communications
Mason Oceana 911

Voting Members Absent:

Mr. Greg Clark
Mr. Chris Izvorski
Mr. Philip Bates

Representing:

Charlevoix-Cheboygan-Emmet Counties (CCE)
Bay County Central Dispatch
INdigital Telecom

Non-Voting Members Present:

Ms. Amanda Kennedy
Ms. Theresa Hart
Ms. Stacie Hansel

Representing:

State 911 Office
State 911 Office
State 911 Office

B. Meeting Minutes Approval – March 24, 2015

A **MOTION** was made by Mr. Martin, with support by Mr. Smith, to accept the meeting minutes of March 24, 2015, as presented. With no discussion, the **MOTION** carried.

C. Old Business

Saginaw County

Some members of the review team went back to Saginaw County 911 for a second meeting, and then an email was sent asking additional questions to follow up. Ms. Kennedy received the requested additional information; however, Mr. Stewart still feels there are things not answered for.

Saginaw County 911 represented they process all the county 911 surcharge remittances; however, after reviewing the additional documentation, it appears the county receives the money, deposits it, and then journals it from the county to the 911 center. The review team was told on different occasions the 911 center processes the payments, and now it is discovered they do not. Another question Mr. Stewart asked was regarding the \$10 million loan Saginaw took out to purchase radios and as no physical inventory is part of the review, it cannot be verified the radios have been purchased. It is these types of uncertainties Mr. Stewart is asking for guidance from the subcommittee about.

Since Saginaw County is an Authority, Mr. Smith suggested if no assistance is coming from the management group to satisfy all areas of concern, the next step is to forward information to the chair of the policy board. Mr. Stewart asked about the objective of the Certification

Subcommittee; there are forms filled out which Saginaw County states are correct, and even though the numbers may not fit together, he is not certain it constitutes going to the next level. Ms. Collins stated if the review team feels Saginaw County is not trying to be deceitful and have asked for answers to things there are no more answers to give, the subcommittee should highlight the problems and discrepancies in the final report. Mr. Stewart stated he has follow up questions which he will forward to Saginaw County for clarification, and after that step, any remaining issues can be included in the report.

The report is forwarded to the county for review. After review, if Saginaw County wants to edit the draft report, another meeting can be scheduled for the additional information and include the policy board at that point.

Mr. Feole stated the review is not a full audit, but Saginaw County does need to be responsible for their surcharges, training funds, and 911 expenses. He feels Saginaw County should have one more chance to get their information in, and suggested other members of the review team join Mr. Stewart in the final meeting. Ms. Kennedy will get with the members to schedule a date and time.

Ms. Hart stated she had missing documentation for training funds, but after she sat with Mr. Nelson, he sent more documentation. There are only a few additional items needed, which Ms. Hart has a deadline of June 2.

Iosco County

Mr. Feole stated the visit to Iosco County went well. They are a small center, both physically and by the numbers. They share a building with their EMS agency and are in the process of making changes in policy, SOP, etc. The review team included Mr. Feole, Mr. Hasil, Mr. Izworski, Mr. Stewart, and Ms. Kennedy. Ms. Kennedy is waiting on notes from Mr. Izworski.

The forms filled out by Iosco County were rounded numbers, so the same as he did with Saginaw County, Mr. Stewart took the ledgers provided by Iosco County and entered the ledger numbers into the State 911 form. Once he entered the ledger numbers, the form looked good. There are only a few minor questions remaining, which Mr. Stewart will contact the center to clarify. Mr. Stewart suggested for future reviews to have the ledgers, along with the completed forms, two weeks before the on site visit. Ms. Kennedy will contact Grand Traverse to submit the ledgers before their on site visit.

Ms. Hart has received the training fund documentation, but has not yet reviewed it.

Grand Traverse County

The on site visit is scheduled for June 9, with a review team including Mr. Smith, Mr. Clark, Mr. Johnson, Mr. Stewart, and Ms. Kennedy.

June 29 is the deadline for training funds to be submitted to Ms. Hart.

D. New Business

Selecting a new county for review is removed from the agenda.

Language should be added to the bylaws regarding completing the reviews for all 83 counties. Once the random selection process starts over, a timeframe needs to be established as to when a county is up for another review. For example, after a county has completed a review, it cannot be selected again for five years, no matter the situation (for cause, by request, or random). However, a "for cause" review would override everything and the timeframe does not matter.

Mr. Feole stated during a review, it goes back three years, so the timeframe needs to be such that the same years are not being reviewed. Ms. Hart's review of the training funds goes back five years. Other subcommittee members felt five years may be too much time.

Ms. Collins suggested receiving a copy of the current bylaws and at the next meeting discussing changes that need to be made. Ms. Kennedy will also forward a list of the counties and when they had a review.

Ms. Kennedy has been tasked with creating a process of revision for the Best Practices document. She will have a draft ready to share with the subcommittee by the next meeting.

Mr. Feole thanked the subcommittee members for their work in completing the reviews.

E. Next Meeting

TBD

F. Adjourn

The meeting adjourned at 11:44 a.m.